

**MEMORANDUM**

**TO: Sarah Clark, Acting Secretary, Agency of Administration**

**FROM:**

**DATE:**

**SUBJECT: Administrative Bulletin 3.5 Waiver Request**

For all waiver memos that are seeking to waive a provision of Bulletin 3.5, please ensure that this waiver request includes the following information, by section:

Waiver Type:

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| **[IF APPLICABLE]**  **VENDOR:** | **CONTRACT #:** |
| **ESTIMATED CONTRACT AMOUNT:**  $ | **SUGGESTED CONTRACT TERM**  **START DATE:**       **END DATE:** |

**Describe the waiver request**

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| Provide a succinct statement detailing the requested waiver(s) |

**Overview**

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| **Provide a high-level overview of the contract, and service need, and an explanation of any departmental activities that may have necessitated the request.** For instance, if a contract was allowed to lapse due to a lack of contract tracking, and the department is now seeking to have a retroactive start date, that department shall provide that information as part of this paragraph.gsgs |

**Justification**

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| **Provide justification for the waiver request. If this is a sole source waiver, it must also include language explaining why a competitive procurement process was not utilized, such as a Simplified Bid.**   * Departments must ensure that the sole source waiver request is routed in advance of the sole source contract package, and if applicable, ***all IT Sole Source waiver requests must be approved by ADS in advance of subsequent reviews by DFM (Budget Analyst) and SOA.*** * Additionally, for the purposes of expediting review, please ensure the following additional information is provided to the specific resource:   + ADS-IT: specific information to an extent sufficient for ADS evaluation   + DFM (Budget Analyst)/SOA: High level contract details that are sufficient for DFM (Budget Analyst)/SOA to better understand the request and the department’s plan for future procurement of these services. This information could include (but is not limited to): cost, duration, and the plan for future contracts |

**Next Steps**

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| **Provide an overview of steps the departments will take in the future to reduce the need for similar, future, waiver requests.** Departments must provide the specific reason/justification if there is no intention or opportunity to reduce the need for similar waiver requests. |

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| **ACTING SECRETARY OF ADMINISTRATION**  APPROVED:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  **DATE** |  |
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